

RESUME

SUGASINI.V,

**5/391D, Kavery Street,
Dwaraga Nagar Extension,
Hosur, Krishnagiri – 635109.**

Phone no: 9786093910

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PERSONAL SUMMARY

A confident, articulate and organized person with strong interpersonal skills who is able to effectively do all of the duties required of an Administrator. Maxine can spend long hour sitting and using office equipment and will have no problem maintaining a tidy and efficient office environment.

EXPERIENCE

Vinsar Elastomers in Hosur at Oct 2015 to Mar 2017 **OFFICE ADMINISTRATIVE**

- ❖ Preparing documents like letters, reports, memos, emails.
- ❖ Maintain postal activities.
- ❖ Answering phone calls and taking message.
- ❖ Acting as a point of contact for clients.
- ❖ Maintaining contact list.

Thermo Electric Technologies in Hosur at Jan 2018 to Aug 2020 **OFFICE ADMINISTRATIVE**

- ❖ Preparing quotations and send to the customer and follow-up until receive orders.
- ❖ Doing tenders process.
- ❖ Maintain petty cash.
- ❖ Generate new vendor creations.
- ❖ Monitoring office supply store activities.
- ❖ Preparing and maintaining a files and documents
- ❖ Running errands to Work Order issuing

ACADEMIC PROFILE

DEGREE/ COURSE	INSTITUTE	UNIVERSITY/ BOARD	AGGREGATE %	PERIOD
B.E/CSE	Podhigai college of Engineering & Technology, Tirupattur.	ANNA UNIVERSITY	63%	2010-14
HSC	St.joseph's girls hr.school, Jolarpet.	STATE BOARD	60%	2008-10
S.S.L.C	Government high school, Vakkanampatti.	STATE BOARD	70.8%	2007-08

COMPUTER SKILLS

- ❖ C, C++, Java,
- ❖ HTML, SQL,
- ❖ Operating system: Windows Xp & Windows 7, Windows 8, Windows 10, Linux.

PERSONAL DETAILS

- ❖ Father's Name : Vishwanathan.L
- ❖ Date of Birth : 15/05/1993
- ❖ Sex : Female
- ❖ Marital status : Married
- ❖ Mother Tongue : Tamil
- ❖ Languages : Tamil, English
- ❖ Nationality : Indian

DECLARATION

I hereby declare that, the above information furnished by me is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

Place: Hosur

Date:

SIGNATURE

(Sugasini V)